TABC: ONLINE REGISTRATION INSTRUCTIONS

Who must register?

- Officers
- Managers
- General Partners
- Individual Owners
- Authorized Representatives

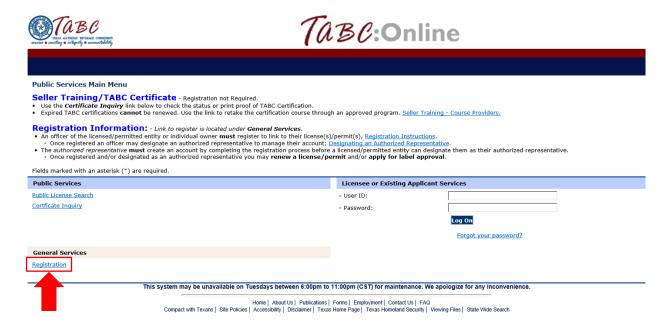
Authorized representatives will **NOT** link to license/permits during the registration process. They must be designated by an officer, manager, general partner or individual owner.

After registering and linking to your license(s)/permit(s) you can:

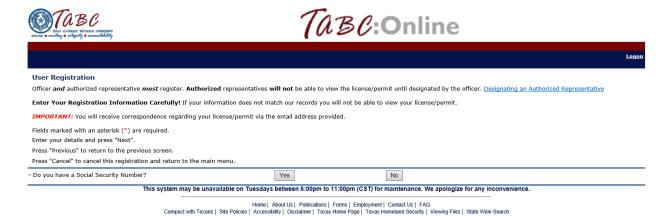
- Renew a License/Permit
- Apply for Label Approval
- Apply for Initial Agent's Application (Employer Only)

Instructions

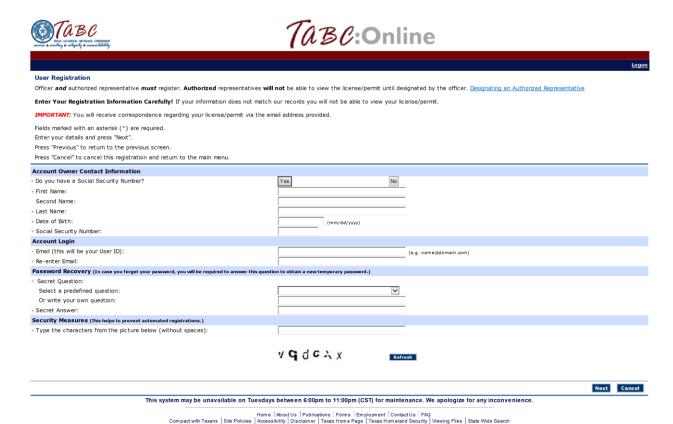
1. Select the *Registration* link.



- 2. The User Registration window is displayed.
- 'Do you have a Social Security Number?' If you have a Social Security Number on file with TABC, you <u>MUST</u> answer 'YES' to ensure you are linked to the correct license(s)/permit(s).
 - * Note: This information is only used for verification purposes.



- 4. Upon answering the Social Security Number question, the user registration details are displayed.
- 5. Complete the Account Owner Contact Information, Account Login, Password Recovery and Security Measures.
 - Note: Enter your name as you have provided it to TABC on your previous applications.
- 6. Click Next.



Page 2

7. This is an example of completed user details.



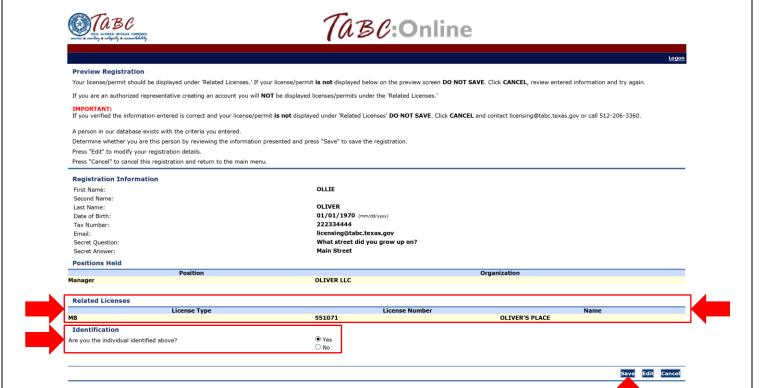


	<u>Logon</u>
User Registration	
Officer and authorized representative must register. Authorized representatives will not be able to view the license/permit until designated by the officer. Designating an Authorized Representative	
Enter Your Registration Information Carefully! If your information does not match our records you will not be able to view your license/permit.	
IMPORTANT: You will receive correspondence regarding your license/permit via the email address provided.	
Fields marked with an asterisk (*) are required.	
Enter your details and press "Next".	
Press "Previous" to return to the previous screen.	
Press "Cancel" to cancel this registration and return to the main menu.	
Account Owner Contact Information	
Do you have a Social Security Number?	Yes No
• First Name:	Ollie
Second Name:	
* Last Name:	Oliver
* Date of Birth:	01/01/1970 (mm/dd/yyyy)
* Social Security Number:	222334444
Account Login	
• Email (this will be your User ID):	licensing@tabc.texas.gov (e.g. name@domain.com)
* Re-enter Email:	licensing@tabc.texas.gov
Password Recovery (In case you forget your password, you will be required to answer this question to obtain a new temporary password.)	
Secret Question:	
Select a predefined question:	What street did you grow up on?
Or write your own question:	
* Secret Answer:	Main Street
Security Measures (This helps to prevent automated registrations.)	
• Type the characters from the picture below (without spaces):	vqdcxx
	ν q d c λ χ
	Next Cancel

This system may be unavailable on Tuesdays between 6:00pm to 11:00pm (CST) for maintenance. We apologize for any inconvenience.

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- 8. The *Preview Registration* window is displayed.
- 9. Ensure your license(s)/permit(s) is displayed under **Related Licenses**. If your license(s)/permit(s) **is** displayed proceed to step 12.
- 10. If you do **NOT** see your license(s)/permit(s) do **NOT** click save. Verify the information entered is correct.
 - ❖ **Note**: If your information details do not match the details we have on file you will not link to your license(s)/permit(s).
- 11. If you verified the information entered is correct and your license(s)/permit(s) is not displayed under 'Related Licenses' **DO NOT SAVE**. Click **CANCEL** and contact licensing@tabc.texas.gov or your local TABC office.
- 12. Answer the *Identification* question.
- 13. Click Save.



- 14. The User Registration Temporary Password Issued window is displayed.
- 15. A temporary password has been issued. You will receive an email from noreply@tabc.texas.gov with the subject **NEW USER ACCOUNT**. Access the email sent to you and follow the instructions provided in the email.



- 16. Displayed is the email received.
- 17. Complete your registration by logging on to your account by accessing the link provided. Login using your USERID (your email address) and password provided.

Hello OLLIE,

Thank you for registering for an online account. Please complete your registration by logging on to your account at:

https://online.tabc.texas.gov/datamart/mainMenuTXABC.do.

Your online userid is your complete e-mail address and your temporary password is provided below.

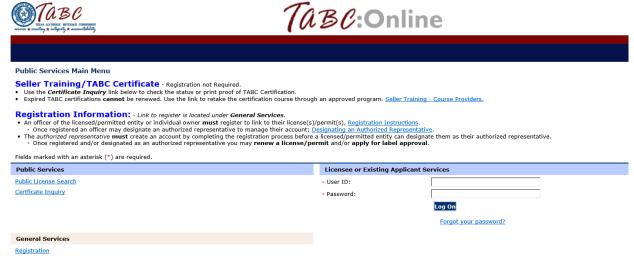
Please note that your online password is case sensitive.

USERID: licensing@tabc.texas.gov

PASSWORD: rcnhaaX2

*** Note: This is an automated email. Do NOT reply to this message.

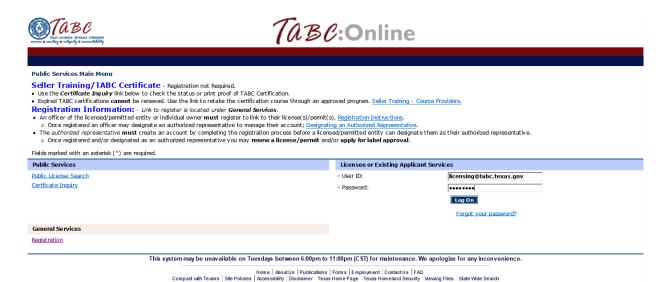
18. The Public Services Main Menu window is displayed.



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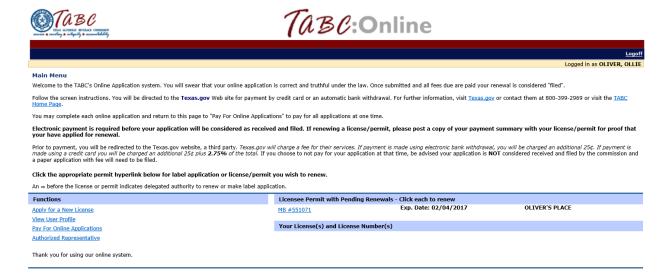
- 19. Enter your User ID (email address) and Temporary Password provided from the email received.
- 20. Click Log On.



- 21. The *Update Default Registration Information* window is displayed.
- 22. Enter: Old Password (temporary password from email)
- 23. Create a new password that meets the criteria listed. Enter your new password in the New Password field.
- 24. Enter your new password in the Confirm Password field.
- 25. Click Save.
- 26. If the new password and confirm password are entered correctly, you will be directed to the Main Menu.
- 27. If the new password and confirm password were not entered correctly an error message will display and you will have to reenter the passwords.



- 28. From the main menu you can do the following:
 - Designate an Authorized Representative(Officers, Mangers, Individuals Owners)
 - Renew your License(s)/Permit(s)
 - Apply for Label Approval
 - Apply for Original Agents Application



29. Click **Register Now** to begin registration.

